



# MANITO ART LEAGUE

## MEMBERS

URL to get into your Dashboard page:

Click the link below to access your page.

<https://manito-art-league.appsmith.com/app/manito-art-league/mdashboard-698b577b61dbe02feb61be27>

The screenshot shows the Manito Art League Member Dashboard. On the left is a sidebar with a calendar and a date selector. The main content area has a green header 'MEMBER Dashboard'. Below the header are two buttons: 'Member Maintenance' (green) and 'Reports' (yellow). In the center, there is a yellow summary box with the following data:

Total Members	
9	
Total Businesses	
1	
Total Single	Total Family
5	2

### On your Dashboard:

- Click on Member Maintenance button to get into maintenance of the records
- Click on the Reports button to get to the Reports.

### NOTES:

- Data is REAL TIME Data, so make sure what you change is correct for the existing data.
- Deletions are not able to be done at this time. **For any record needing to be deleted, remove the data EXCEPT the Last name, First name.**
- This is LIVE, so data integrity is enabled, so if you see it is not updating, someone else may be updating that record. Try again later.

### RULES ON ENTRY:

- Entering is case sensitive
- All rows do not need to be entered, but each table **will** create an empty record for future use.
- **DO NOT** use PERIODS or COMMAS!!
- State is two letters ex: **WI**
- **Address** for PO Box is PO Box. Do not separate the PO, no periods. PO Box should be on the first address line. This helps for labels and post office standards.

- IF there is a **PO BOX** address- and other street address – POBox goes in the first address field and street address goes in the second address field. This is helpful for mailing labels for Post office Regulations- POBox first. If not POB, then street address goes in the first address field.
- Yes or No >**DO NOT USE ALL CAPS** = Yes, NOT YES. (This makes things accurate when reporting)
- Phone format = 715-256-9833 USE DASHES
- For those that are NO LONGER MEMBERS or PATRONS. Change the Yes to No Under Member or Patron and clear the year(Mal YR, Patron YR) next to it.
- **YEAR = 4 digits**, NOT 2. (2025)
- Volunteer fields are Years, to keep track of what year they can help (XXXX) Im sure we will be making changes to this in time. But we need to be consistent. This is a text field so if we want to make changes in the future we can.
- Business vs people. Business name goes into the LastName, First name will remain blank and Partner field will have the Full Owner Name.

## MEMBER MAINTENANCE INSTRUCTIONS

### Member Interactive Report- Add, Edit and Delete Records

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**ADD NEW MEMBER**

446 Records Page 1 of 32

Save	cust_id	Lastname	Firstname	BusinessN...	Partner	Birthdate	Street	Addr2	City	Sto
<input type="button" value="S"/>	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230			
<input type="button" value="S"/>	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons		POB 857		Manitowish Waters	WI
<input type="button" value="S"/>	1	Achauer	Jeannine				1296 N Whitefish ...		Minocqua	WI
<input type="button" value="S"/>	401	Adams-Russell	Peggy				7715 Trout Creek Rd		Rhineland	WI
<input type="button" value="S"/>	2	Addink	Agnes		Sylvan		7706 Barbara Roa...		Mercer	WI
<input type="button" value="S"/>	3	Adler	Lori	Testing			224 E Lullaby Lane		St. Germain	WI
<input type="button" value="S"/>	4	Ahlborn	Charles				10175 Lower Road		Arbor Vitae	WI
<input type="button" value="S"/>	5	Ahmann	Rosemary				16519 E Fayette ...		Fountain Hills	AZ
<input type="button" value="S"/>	6	Ahnen	Wendy				4925 Sherburn Road		Eagle River	WI
<input type="button" value="S"/>	7	Alferj	Christine		Brad		2127 To To Tom Dr...		Lac du Flambeau	WI
<input type="button" value="S"/>	444	Alfrey	Christine	Christine Alfrey C...			2469 Kalmia Ave		Boulder	CO

### SORTING:

- Click or hover over/on the arrow next to the Field (Up= Ascending, Down=Descending) on any column you want to sort.

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**ADD NEW MEMBER**

Download

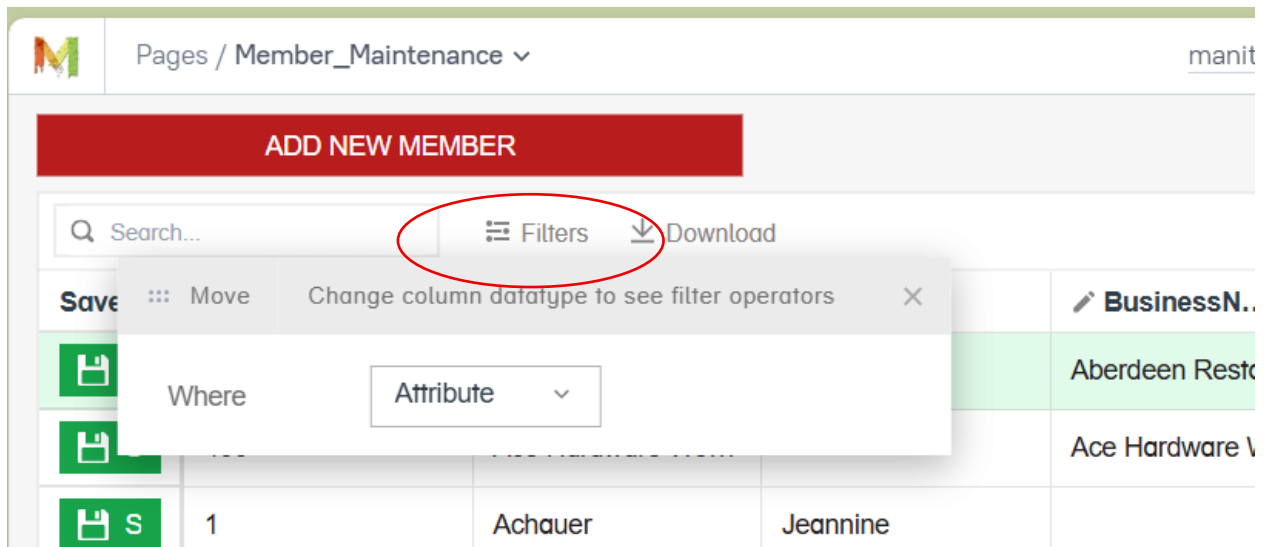
Save	cust_id	Lastname ▾	Firstname	BusinessN...	Partner	Birthdate	Street	Addr
<input type="button" value="S"/>	399			Aberdeen Restaur...	Larry Voss		PO Box 230	
<input type="button" value="S"/>	400			Ace Hardware Wo...	Milissa Timmons		POB 857	
<input type="button" value="S"/>	1	Jeannine					1296 N Whitefish ...	

Sort column ascending  
Sort column descending  
Freeze column left  
Freeze column right

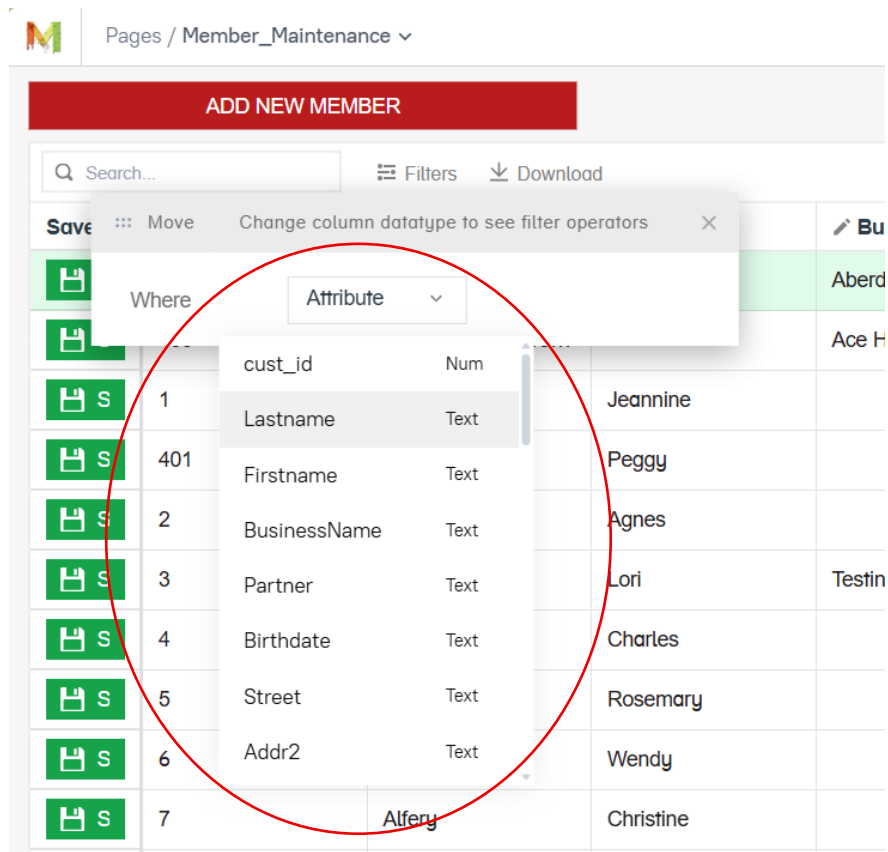
## SEARCHING:

For advanced searching, use the filter  
TO FILTER:

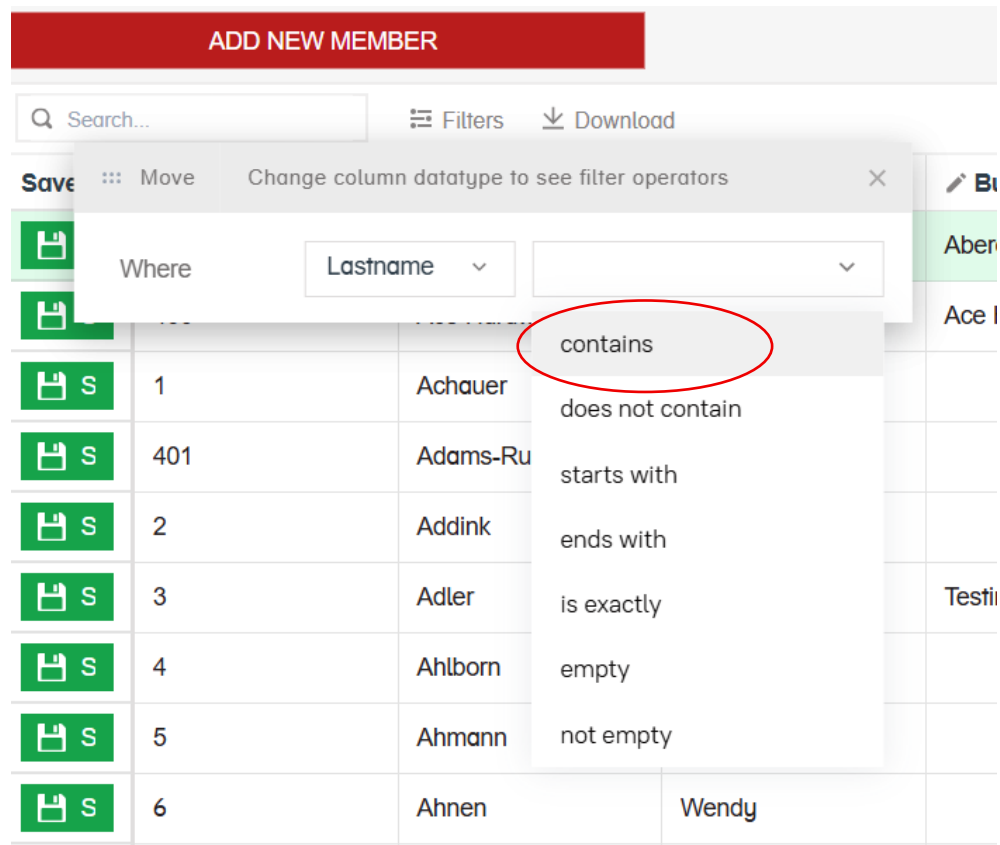
- Click on the filter:
- You have many options here...You can search on any field with specific selections.



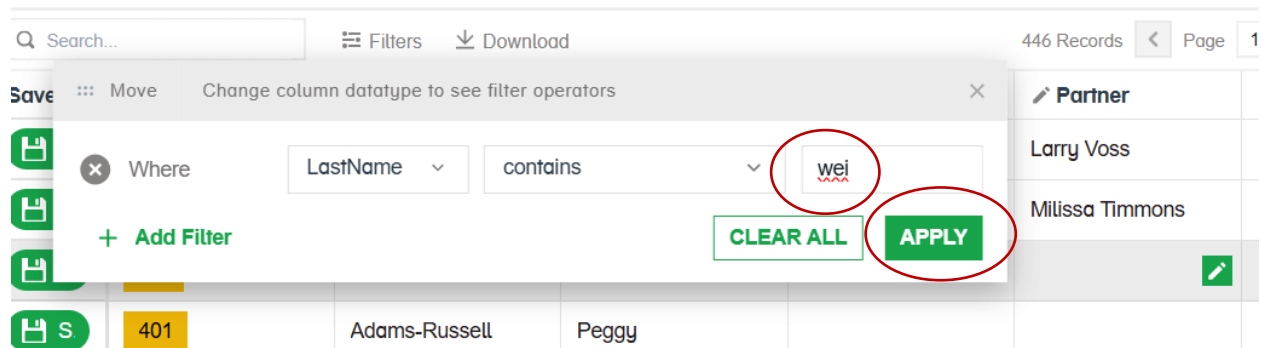
- Select the Attribute (fields/column) you want to find.



- For Instance, if you want to find a person but not sure on the correct spelling
- You could use “contains”



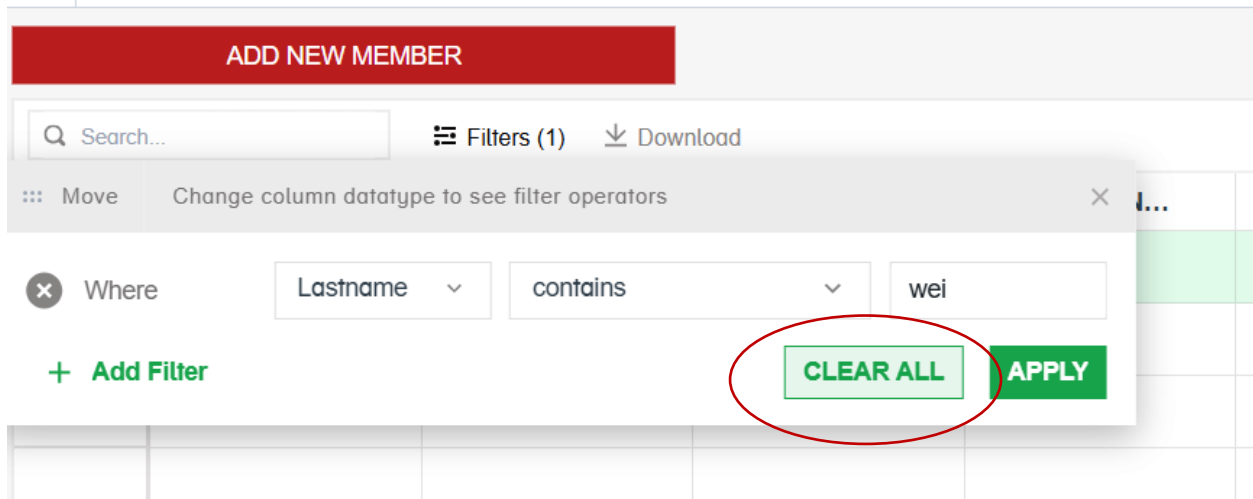
- Enter letters of the lastname of the person you are finding and press Apply.



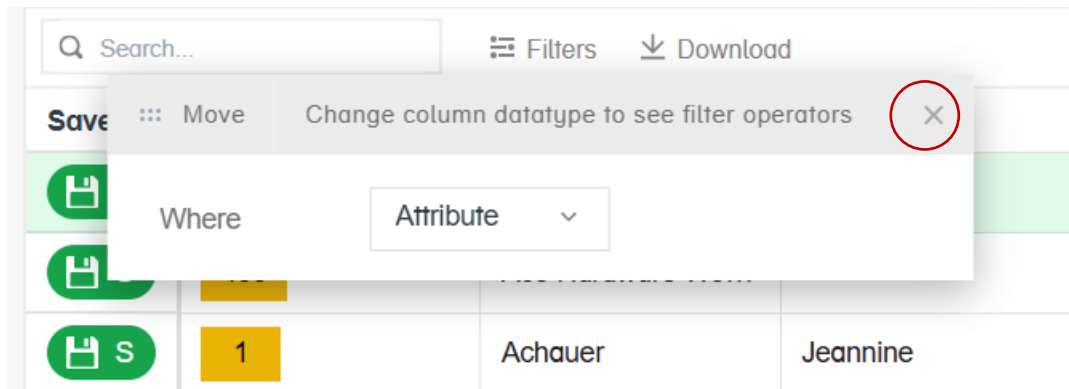
- You will see your results.

ADD NEW MEMBER					
<div> <div>Search...</div> <div>Filters (1)</div> <div>Download</div> </div>					
Save	cust_id	Lastname	Firstname	BusinessN...	Partner
	441	Weinhammer	Laurie		
	378	Weirick	Mariah		

- To get back to the full table and see all the records, go back into filters and press CLEAR ALL.
- This will refresh all records back.

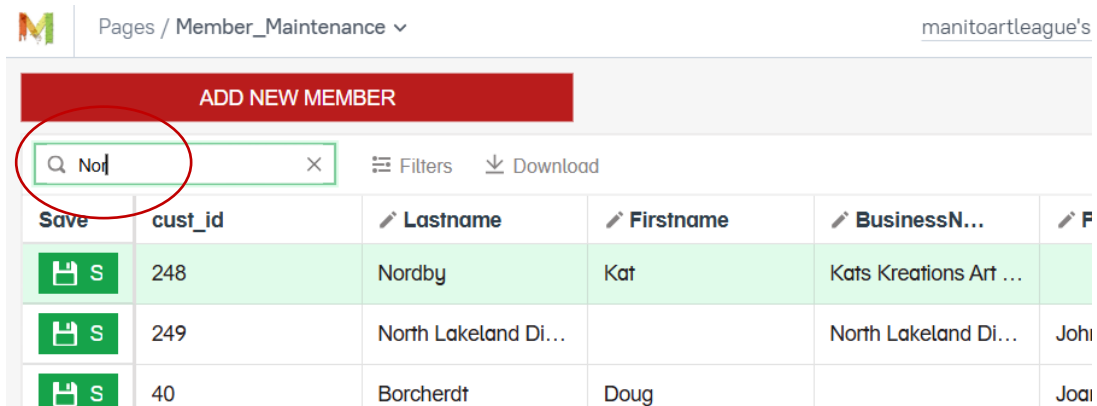


- And then click on the X to get out.



## TO USE THE SEARCH BOX: - CustId and LastName for Search Only

- Type in the letters and it will pop in the matching records.



- Same thing happens when you type in the custid
- The more letters you type in, the more the record will pop to the top
- Click on the “x” to clear the selection

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ADD NEW MEMBER

×
Filters Download

Save	cust_id	✎ Lastname	✎ Firstname	✎ BusinessN...	✎ Partner
S	248	Nordby	Kat	Kats Kreations Art ...	

## EDITING:

- To EDIT a field, Hover over the column and Click on the Arrow next to the column you are changing.
- Make your changes

S	1	Achauer	Jeannine		
S	401	Adams-Russell	Peggy		
S	2	Addink	Agnes		Sylvan
S	3	Adler	Lori	Testing	
S	4	Ahlborn	Charles		
S	5	Ahmann	Rosemary		









- Click SAVE when done Editing
- Changes saved will display when saved is clicked.
- A pop up Update successfully will appear

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Record updated successfully

**ADD NEW MEMBER**

Q Search... Filters Download

Save	cust_id	Lastname	Firstname	BusinessN...	Partner	Birthdate
 S	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss	
 S	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons	
 S	1	Achauer	Jeannine			
 S	401	Adams-Russell	Peggy			
 S	2	Addink	Agnes		Sylvan	
 S	3	Adler	Lori			
 S	4	Ahlborn	Charles			
 S	5	Ahman	Rosemary			


## ADDING A NEW MEMBER RECORD:

- Click on the ADD NEW MEMBER BUTTON

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**ADD NEW MEMBER**

Q Search... Filters Download

Save	cust_id	Lastname
 S	399	Aberdeen Restaur...

- This will pop up an empty form display to enter the new member
- Please follow the entry RULES on the first page.

The screenshot shows a mobile application interface. On the left, there is a vertical list of names: Jeannine, Peggy, Agnes, Lori, Charles, Rosemary, Wendy, Christine, Christine, Velta, Meghan, and Laura. In the center, a white form overlay is displayed with the title "Form". The form contains the following fields: Last Name, First Name, Partner, Business Name, Birthdate, Street, and Addr 2. The background is a dark grey grid with some text visible, including "Firstname" and "Street".

- Fill in the fields all the way down to the bottom that need to be filled in
- Fill in the needed information down the whole list....

The screenshot shows the same mobile application interface, but now the form is filled out with data. The form fields contain the following information: Last Name: Stevens, First Name: Carol, Partner: Charles, Business Name: (empty), Birthdate: (empty), Street: 9371 Cartisle Ct, Addr 2: (empty). On the right side of the form, there are additional fields: WI, Zipcode: 54548, Email: carol.stevens@mac.com, Hme Phone: 262-644-0456, Cell Phone: 262-483-6457, Notes: (empty), Business Use: (empty), Mal Member: Yes, and Member Yr: 2026. The background is the same dark grey grid.

- When you complete all the fields that need to be entered, all the way to the bottom
- Click Submit



Sec Street

Sec City

Sec State

Sec Zip

Sec Phone

Sec Email

- After Clicking the Submit, it will return you to the screen.

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ADD NEW MEMBER

Save	cust_id	Lastname	Firstname	BusinessN...	Partner	Birthdate	Street	Addr2	Cit
<input type="button" value="S"/>	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230		
<input type="button" value="S"/>	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons		POB 857		Manit
<input type="button" value="S"/>	1	Achauer	Jeannine				1296 N Whitefish ...		Minoc
<input type="button" value="S"/>	401	Adams-Russell	Peggy				7715 Trout Creek Rd		Rhine
<input type="button" value="S"/>	2	Addink	Agnes		Sylvan		7706 Barbara Roa...		Mercer
<input type="button" value="S"/>	3	Adler	Lori				224 E Lullaby Lane		St. Ge
<input type="button" value="S"/>	4	Ahlborn	Charles				10175 Lower Road		Arbor

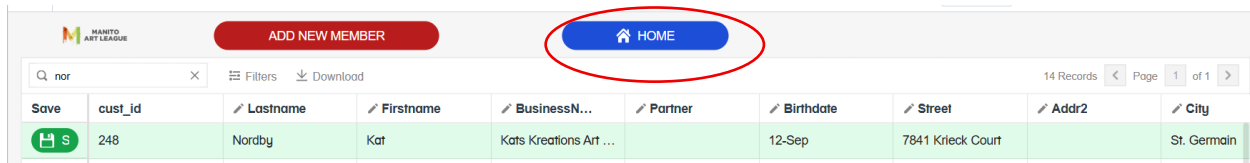
- To see the new entry, Search the New Member

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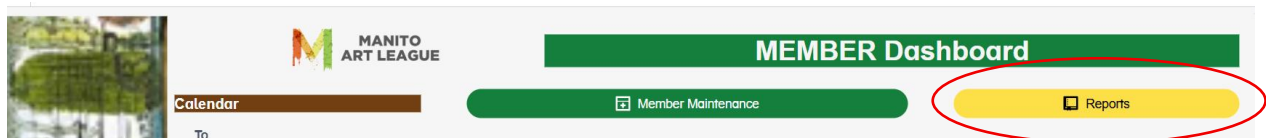
ADD NEW MEMBER

Save	cust_id	Lastname	Firstname	BusinessN...	Partner	Birthdate
<input type="button" value="S"/>	448	Stevens	Carol		Charles	
<input type="button" value="S"/>	402	Art Start		Art Start	Traci Stinebrink	
<input type="button" value="S"/>	31	Bissell	Frank Steven Steve			
<input type="button" value="S"/>	109	Farmilant	Elisa		Steven Justin	
<input type="button" value="S"/>	165	Justin	Steven Scott		Elisa Farmilant	

- When done – click back to Home button



- To get to your Reports page, click on the reports button.



- Select the link you want to see in reports. You will **not** be able to get back to the dashboard page at this time. Please see Report instructions for more information.
- All reports are able to sort, filter, etc.
- Let me know if you want changes to your reports.